

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

EMPLOYMENT OPPORTUNITY

Position:	Assistant Operations Manager	Announcement #:	16-CO-01
Appointment:	Full-time, Permanent	Location:	Charleston, WV
Starting Salary:	CL-27/28 (\$46,835 - \$91,275)	Open To:	All qualified applicants
Promotion Potential:	To CL-28 without competition		
Opening Date:	October 19, 2015		
Closing Date:	Position is open until filled		

JOB SUMMARY:

This position is located in the Operations Section of the Office of the Clerk of Courts and reports to the Operations Manager. The incumbent has the ability to acquire current and thorough knowledge of civil, criminal, and magistrate judge case docketing and answers docketing questions from the docket clerks on procedures, policies, directives from the Court and from the Judicial Conference or from the Administrative Office of the U.S. Courts, and all other docketing issues related both to docketing and to quality control in all docketing. The incumbent constantly monitors docketing practices of all offices in the District, including the main office in Charleston and the divisional offices located in Beckley, Bluefield, and Huntington. The incumbent functions as the Operations Manager in the Operations Manager's absence. The incumbent also prepares draft answers to correspondence from prisoners, pro se litigants, and other members of the public.

REPRESENTATIVE DUTIES:

Performs quality control reviews and provides timely feedback to docketing staff in civil, criminal and magistrate judge cases.

Performs quality control reviews and provides timely feedback to attorney e-filers in civil and criminal cases.

Answers inquiries from docketing staff on all docketing and quality control issues.

Answers inquiries from prisoners, pro-se litigants, and other members of the public.

Reviews and ensures proper closure of cases upon receipt of terminating documents, such as judgments and closing orders.

Instructs and advises employees on specific tasks and docketing procedures in civil, criminal and magistrate judge cases, and makes available written instructions.

Estimates and reports on expected time for completion of work, and prepares reports concerning these matters and any other matters requested.

Reports to Operations Manager on the progress of performance, and training needs of docket clerks.

Assists the Operations Manager in preparing employee performance evaluations as directed by the Clerk, Chief Deputy, or Operation Manager.

Assists in case management by ensuring that all automated entries are properly docketed and appropriately linked for effective case management.

Assures that docket entries in CM/ECF properly include correct links to associated documents and to other docket entries, and that large documents are logically separated and titled in the docket entries.

Monitors entry of Speedy Trial Act data and related information into CM/ECF to ensure that all entries are in compliance with the requirements of the Speedy Trial Act.

Supervises and reviews the opening of cases upon receipt of initiating documents, such as complaints, indictments, informations, or petitions.

Prepares Clerk's judgments and Clerk's case reassignments.

Closes cases upon receipt of terminating documents, such as judgments and closing orders.

Performs docketing functions as needed in all case types.

Performs judge assignments on a backup basis.

QUALIFICATIONS:

Completion of a bachelor's degree from an accredited college or university is required. Five years of supervisory or management experience may be substituted for the bachelor's degree. One year of supervisory or managerial experience is required, two years preferred. *Additionally, the following knowledge, skills, and abilities are required:*

Ability to acquire thorough knowledge and understanding of the policies and procedures of this Court, including the individual preferences of the judges and unique needs and requirements of the divisional offices. Ability to acquire thorough and broad knowledge of the purpose and content of each document, as well as how to properly docket each document. Ability to acquire thorough and broad knowledge of applicable procedural rules. Ability to identify improper docket entries and discretion necessary to take the appropriate remedial actions. Thorough knowledge or experience of how other processes in the Clerk's office relate to this position, and how remedial actions affect and must be communicated to other docketing staff in the central office and divisional offices alike. Skill in the use of automated equipment, including word processing and spreadsheet applications, requisite court computer programs, automated case management systems, financial records management systems, human resources systems, and related databases and applications. Ability to acquire skill in using CM/ECF based on considerable training and experience. Excellent verbal communication skills to accurately and effectively disseminate information when instructing different levels of knowledge among docket clerks, as well as when providing feedback to the supervisor. Ability to communicate information accurately and in a timely manner from individuals within and outside the court unit.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program options
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Submit a cover letter and current résumé to Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. Reference **Vacancy #16-CO-01**.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.